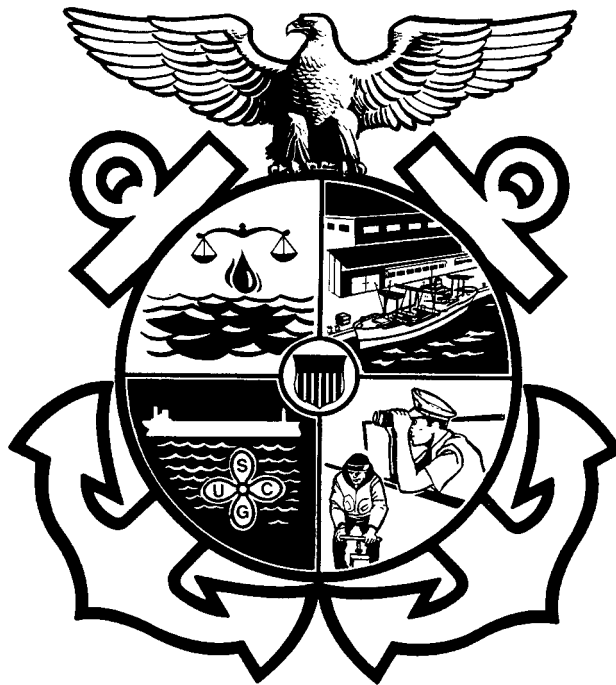

Boarding Officer (EI)



Performance Qualification System (PQS) Workbook

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Marine Safety Training Guide

Boarding Officer Qualification Code (BO)

This booklet is one section of your personal 'on the job training' (OJT) manual. It is your "on-the-job" guide to qualification as a Boarding Officer. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer) is to observe you perform each task and sign in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Multiple verifying officers may make entries in your manual. Every verifying officer must enter his or her name, rate/rank, signature, and initials in the Record of Verifying Officers section.

When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation. Your personnel department ('Admin') will enter the appropriate code in your permanent record, to be reflected in your Personal Data Extract (PDE).

Boarding Officer (BO) Training Requirements:

(Optional items are at the discretion of individual commands)

	Date Completed	Verifying Officer:
A. Completion of resident training courses (attach copy of completion certificates):		
1. Complete Initial Indoctrination for Port Operations (IIPO)	_____	_____
2. Complete Entry Level Port Operations Course (ELPOC)	_____	_____
<i>OR</i>		
3. Marine Science Technician "A" School	_____	_____
B. Oral board (unit level) – BO.	_____	_____
C. Completed package with documentation submitted to Training Officer/Coordinator for review	_____	_____

All qualification requirements have been satisfactorily completed.

_____	_____
Training Officer/Coordinator	Date

Record of Verifying Officers:

<i>Date:</i>	<i>Name/Signature:</i>	<i>Initials:</i>	<i>Rate/Rank:</i>

References:

The following references will aid you in completing the majority of tasking in this manual:

- Marine Safety Manual Vol I, Ch. 2.
- Marine Safety Manual Vol. II, Ch. 19, 20, 21, 22, 23, 24 and 25.
- 33 CFR 151, 155, 156, 157, 159, 160 and 164.
- 46 CFR 30, 34, 35, 150, 151, 153 and 154
- International Convention for the Safety of Life at Sea (SOLAS).
- International Convention for the Prevention of Pollution from Ships (MARPOL).
- International Convention on Standards of Training, Certification and Watchkeeping (STCW).
- International Labor Organization (ILO).
- International Convention on Load Lines (ICLL).
- Foreign Freight Vessel Examination Book (CG-840 FV).
- Port State Control Monthly Message (G-MOC-4).

BO-1– CONDUCT A PRE-BOARDING REVIEW

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO1	Describe types of boardings conducted and details of each.	_____	_____
BO2	Identify vessels as high priority boardings utilizing MSIS (PSVH), PSC Monthly Message and/or PSC Boarding Matrix (MSM Vol. 2).	_____	_____
BO3	Predetermine type of boarding to be conducted utilizing MSIS, PSC Monthly Message and/or PSC Boarding Matrix.	_____	_____
BO4	Determine applicable SOLAS conventions prior to boarding (foreign vessels only).	_____	_____
BO5	Commence Vessel Boarding Report (CG-5437).	_____	_____
BO6	Identify the type of cargo operations associated with the vessel.	_____	_____
BO7	Describe the occupational safety and health equipment and precautions required to conduct each boarding and demonstrate equipment use.	_____	_____

BO -2– CONDUCT EXAMINATION OF CARGO VESSEL

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO1	Observe the following items as you approach the vessel:		
a.	Cargo being transferred/waiting for transfer	_____	_____
b.	General condition of vessel	_____	_____
c.	Warning signs & signals	_____	_____
d.	Suitability of gangway and moorings	_____	_____
e.	Cargo leakage/pollution	_____	_____
f.	Vessel draft & loadline	_____	_____
g.	Hull Damage	_____	_____
BO2.	Understand general aspects of all foreign vessel examinations:		
a.	Definitions and Terms (MSM Vol II, Ch 19)	_____	_____
b.	Applicable Statutes (MSM Vol II, Ch 19)	_____	_____
c.	Applicable International Conventions (MSM Vol II, Ch 19)	_____	_____

BO -2- CONDUCT EXAMINATION OF CARGO VESSEL (cont)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO3.	Locate master or chief officer, make introductions, explain nature of boarding and identify problems	_____	_____
BO4.	Understand the following general aspects of all foreign vessel examinations:		
a.	Definitions and Terms (MSM Vol II, Ch 19)	_____	_____
b.	Applicable Statutes (MSM Vol II, Ch 19)	_____	_____
c.	Applicable International Conventions (MSM Vol II, Ch 19)	_____	_____
BO5.	Review and describe the purpose/applicability of the following Flag State/Class Society/Coast Guard issued Documents:		
a.	Safety Equipment Certificate (SOLAS, MSM Vol II)	_____	_____
b.	Safety Construction Certificate (SOLAS, MSM Vol II)	_____	_____
c.	Safety Radiotelegraph Certificate (SOLAS, MSM Vol II)	_____	_____
d.	Safety Radiotelephone Certificate (SOLAS, MSM Vol II)	_____	_____
e.	International Loadline Certificate (46 CFR 42-47, MSM Vol II)	_____	_____
f.	Certificate of Financial Responsibility (33 CFR 133-135)	_____	_____
g.	International Tonnage Certificate	_____	_____
h.	Safety Management Certificate	_____	_____
i.	Document of Compliance	_____	_____
j.	Vessel Boarding Report (CG-5437)	_____	_____
k.	Dangerous Cargo Manifest (49 CFR 176.30)	_____	_____
l.	Certificate of Inspection (U.S. Vessels only – MSM Vol II)	_____	_____
BO6.	Review and describe the purpose/applicability of the following Manning Certificates:		
a.	Safe Manning Document (SOLAS 74/78, IMO Res.A.481)	_____	_____
b.	Officer's Certificates (STCW 95)	_____	_____
c.	Crew Documents (STCW 95, ILO 147 Art II)	_____	_____

**BO -2– CONDUCT EXAMINATION OF FREIGHTER OR CONTAINER
VESSEL (cont)**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO7.	Review and describe the purpose/applicability of the following Logs and Manuals:		
a.	Lifesaving Equipment Maintenance Record (SOLAS 74/78 III/19)	_____	_____
b.	SOLAS Training Manual (SOLAS 74/78 III/18/51)	_____	_____
c.	Bridge Log (33 CFR 164.25, STCW 95 I/14)	_____	_____
BO8.	Review and describe the purpose/applicability of the following Pollution Prevention Records:		
a.	Oil Record Book (Part 1) (MARPOL 73/78, 33 CFR 151.25)	_____	_____
b.	Shipboard Oil Pollution Emergency Plan (SOPEP) (MARPOL 73/78, 33 CFR 151.26)	_____	_____
c.	Vessel Response Plan (33 CFR 155.1030, 155.1045)	_____	_____
d.	Oil Transfer Procedures (33 CFR 155.720)	_____	_____
e.	International Oil Pollution Prevention Certificate or Certificate of Equivalency (NVIC 8-83, 33 CFR 151.19/21)	_____	_____
f.	Check continuous records for machinery space, bilge tank monitors and fuel oil (33 CFR 151.10, 33 CFR 151.25 and 33 CFR 155)	_____	_____
BO9.	Review and describe the purpose/applicability of the following Cargo Records:		
a.	Dangerous Cargo Manifest (DCM) (SOLAS 74/78 VII/5, 49 CFR 176.30)	_____	_____
b.	Training Records (49 CFR 172.700-704)	_____	_____
c.	Special Permits (46 CFR 148.01-7)	_____	_____

**BO -2– CONDUCT EXAMINATION OF FREIGHTER OR CONTAINER
VESSEL (cont)**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO10. Understand and explain general aspects of all foreign vessel examinations:			
a.	Definitions and Terms (MSM Vol II, Ch 19)	_____	_____
b.	Applicable Statutes (MSM Vol II, Ch 19)	_____	_____
c.	Applicable International Conventions (MSM Vol II, Ch 19)	_____	_____
BO11 Conduct Navigation Safety Examination and determine if equipment is required and operable, and state which parts of 33 CFR , MSM and NVICs apply (33 CFR 164, COMDTINST 5010.11)			
a.	Charts and Publications (33 CFR 164.33, NVIC 9-83)	_____	_____
b.	Radar (33 CFR 164.35(a), 46 CFR 96.25)	_____	_____
c.	Magnetic Steering Compass (33 CFR 164.35(b), 46 CFR 96.17)	_____	_____
d.	Compass Deviation Table (33 CFR 164.35(c))	_____	_____
e.	Gyrocompass (33 CFR 164.35(d), 46 CFR 96.17)	_____	_____
f.	Gyro Repeater (33 CFR 164.35(e))	_____	_____
g.	Illuminated Rudder Angle Indicator (33 CFR 164.35(f))	_____	_____
h.	Maneuvering Fact Sheet (33 CFR 164.35(g))	_____	_____
i.	Depth Sounder (33 CFR 164.35(h))	_____	_____
j.	Depth Recorder (33 CFR 164.35(I))	_____	_____
k.	Relative Motion Plotting Equipment (33 CFR 164.35(j))	_____	_____
l.	Steering Gear Change-over Diagram (33 CFR 164.35(k))	_____	_____
m.	RPM Indicators (33 CFR 164.35(l))	_____	_____
n.	Labeled Automatic Radar Plotting Aid (ARPA) (33 CFR 164.38)	_____	_____
o.	Electronic Position Fixing Device (33 CFR 164.41)	_____	_____
p.	EPIRB (406 MHz) (SOLAS 74/78 IV/7.1.6)	_____	_____
q.	GMDSS Lifeboat Radios (VHF) (SOLAS 74/78 III/6.2)	_____	_____
r.	9 GHz Radar Transponders (SART) (SOLAS 74/78 III/6.2, NVIC 9-93)	_____	_____
s.	Navigation Safety Equipment Tested and Logged (33 CFR 164.25)	_____	_____

**BO -2– CONDUCT EXAMINATION OF FREIGHTER OR CONTAINER
VESSEL (cont)**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO12	General Health and Safety. Provide examples of non-compliance/applicability in the following areas and recommended enforcement actions to resolve deficiencies:		
a.	Accident Prevention and Occupational Health (COMDTINST 16711.12A, ILO 147)	_____	_____
b.	Crew Accommodations (COMDTINST 16711.12A, ILO 147)	_____	_____
c.	Hospital Space & Galley (COMDTINST 16711.12A, ILO 147)	_____	_____
d.	Muster Lists and Emergency Instructions (SOLAS 74/78 III/8)	_____	_____
BO13	Complete assessment of vessel's structural integrity concentrating on the following aspects:		
a.	Request records from vessel's master on any outstanding Conditions of Class imposed on the vessel and review for Content.	_____	_____
b.	Examine Vessel's Hull Structure, including side shell, structural members, decks, cargo hatches and superstructure (ICLL 66, Reg. 1)	_____	_____
c.	Watertight/weathertight openings (ICLL 66, Reg 12-20, 46 CFR 107.111, 46 CFR 91.25-25, 46 CFR 92.10-45)	_____	_____
BO14	Examine Ground Tackle and explain potential deficiencies associated with the following:		
a.	Anchor and Windlass (ICLL 66, 46 CFR 96.07-5)	_____	_____
b.	Mooring Winches/Capstans	_____	_____
BO15	Conduct a pollution prevention and safety examination and determine if the following requirements have been met:		

**BO -2- CONDUCT EXAMINATION OF FREIGHTER OR CONTAINER
VESSEL (cont)**

<i>Task</i>	<i>OJT</i>	<i>Date</i>	<i>Verifying</i>
<i>No.</i>	<i>Task</i>	<i>Completed</i>	<i>Officer's</i> <i>Initials</i>

ON DECK

- | | | |
|---|-------|-------|
| a. Fuel oil/lube oil discharge containment (33 CFR 155.320) | _____ | _____ |
| b. Bilge slops/fuel oil tank ballast/water discharges (33 CFR 155.330-370, COMDTINST M16450.26) | _____ | _____ |
| c. Deck lighting (33 CFR 155.790, MSM Vol II Ch 31-D-21) | _____ | _____ |
| d. Discharge containment (33 CFR 156.120(n), 33 CFR 155.310, and .320, 33 CFR 154.530) | _____ | _____ |
| e. Moorings secure (33 CFR 156.120(a)) | _____ | _____ |
| f. Proper connections or shutoff nozzle (33 CFR 156.120(g)) | _____ | _____ |
| g. Overboard discharge and sea suction secured if connected to oil transfer system (33 CFR 156.120(h)) | _____ | _____ |
| h. Discharge clean up equipment accessible (33 CFR 156.120(k), 33 CFR 154.545) | _____ | _____ |
| i. Capacity for oil waste & bilge slops (33 CFR 155.330, MSM Vol II Ch 31-D-7, COMDTINST M16450.26) | _____ | _____ |
| j. Hatch cover conditions (soft patches, holes, etc.) (46 CFR 97.15-20) | _____ | _____ |
| k. Electrical hazards on deck (46 CFR 110.30) | _____ | _____ |
| l. Describe vessel's waste disposal procedures and ensure procedures are in compliance with Annex V of MARPOL 73/78. (33 CFR 151.63-77) | _____ | _____ |

ENGINE ROOM

- | | | |
|---|-------|-------|
| a. Oily water separator (33 CFR 155.380, MSM Vol II Ch 31-D-11) | _____ | _____ |
| b. Continuous monitor (33 CFR 155.380, MSM Vol II Ch 31-D-11) | _____ | _____ |
| c. Discharge alarm system (33 CFR 155.380, MSM Vol II Ch 31-D-11) | _____ | _____ |
| d. Placard (33 CFR 155.450, MSM Vol II Ch 31-D-13) | _____ | _____ |

**BO -2- CONDUCT EXAMINATION OF FREIGHTER OR CONTAINER VESSEL
(cont)**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO16	Describe vessel's waste disposal procedures and Ensure procedures are in compliance with Annex V of MARPOL 73/78 (33 CFR 151.63-77):		
a.	Wastes Management Plan developed in compliance with international requirements (33 CFR 151.57/151.61)	_____	_____
b.	Vessel is displaying placards for waste disposal (33 CFR 151.59, 40 CFR 140, MSM Vol II Ch 31-F)	_____	_____
c.	Grinders/comminuters meet requirements (33 CFR 151.61)	_____	_____
BO17	Verify:		
a.	Proper type of marine sanitation device (MSD) installed (MSM Vol II Ch 18-K)	_____	_____
b.	Determine if such a device approved for use aboard the vessel (33 CFR 159).	_____	_____
c.	Describe the operation of a MSD (33 CFR 159)	_____	_____
BO18	Conduct an examination of the vessel for compliance with the hazardous materials regulations.	_____	_____
a.	Dangerous cargo manifest complete and correct? (49 CFR 176.30, 46 CFR 148.02)	_____	_____
b.	General handling, stowage and segregation requirements met? (49 CFR 176.57-83)	_____	_____
c.	Cargoes properly packaged, marked, labeled, and placarded? (49 CFR 172 and 173)	_____	_____
d.	Any unsafe conditions, such as smoking violations, leaking cargo, faulty cargo handling equipment? (49 CFR 176.24-54 and 57-79)	_____	_____
e.	Any packages or containers leaking? (49 CFR 176.50)	_____	_____
f.	If Class A commercial or military explosives, requires permit for designated dangerous cargo or freight container approval (49 CFR 176.76(a) and 176.100)	_____	_____
g.	Break-Bulk hazardous materials stowed IAW 49 CFR 176.74.	_____	_____
h.	Transportation requirements for solid hazardous materials in bulk (49 CFR 176.74)	_____	_____
i.	Special permit certificates issued (46 CFR 148.01-11, 13)	_____	_____
j.	Cargo Securing Manuals	_____	_____
BO19	Conduct monitor of cargo or fuel transfer operations.	_____	_____

**BO -2- CONDUCT EXAMINATION OF FREIGHTER OR CONTAINER VESSEL
(cont)**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
a.	Declaration of inspection 33 CFR 156.150, MSM Vol II Ch 31-E-6)	_____	_____
b.	Adequate communication between persons-in-charge (33 CFR 156.120(q), 33 CFR 155.785, MSM Vol II Ch 31-C-17, 33 CFR 154.560)	_____	_____
c.	Vessel transfer procedures being followed (33 CFR 155.750, 33 CFR 156.120)	_____	_____
d.	Person-in-charge present with transfer procedures (33 CFR 156.120(t))	_____	_____
e.	Product on transfer procedures product list (33 CFR 156.120(w))	_____	_____
f.	All persons required for transfer operations on duty (33 CFR 156.120(u))	_____	_____
g.	Red flag, red light and warning sign (attending tank vessel, 46 CFR 35.30-1)	_____	_____
h.	Discharge containment (33 CFR 156.120(n), 33 CFR 155.310, and .320, 33 CFR 154.530)	_____	_____
i.	Moorings secure (33 CFR 156.120(a))	_____	_____
j.	Proper connections or shutoff nozzle (33 CFR 156.120(g))	_____	_____
k.	Overboard discharge and sea suction secured if connected to oil transfer system (33 CFR 156.120(h))	_____	_____
l.	Discharge clean up equipment accessible (33 CFR 156.120(k), 33 CFR 154.545)	_____	_____
m.	Lighting appropriate and shielded (33 CFR 156.120(y), 33 CFR 154.570, 33 CFR 155.790)	_____	_____
BO20	Examine Machinery Spaces and demonstrate an understanding of the following overall systems/tests:		
a.	Steering gear machinery (SOLAS 74/78 II-1/29)	_____	_____
b.	Operational tests of main and auxiliary steering systems (SOLAS 74/78 II-1/29)	_____	_____
c.	Main ship service generators (SOLAS 74/78 II-1/41)	_____	_____
d.	Emergency generator room (SOLAS 74/78 II-1/43)	_____	_____
e.	Bilge pumps (SOLAS 74/78 II-1/21)	_____	_____
f.	Human factors (STCW Table A-III)	_____	_____

**BO -2– CONDUCT EXAMINATION OF FREIGHTER OR CONTAINER
VESSEL (cont)**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO21	Observe the following drills and describe what steps are necessary to conduct a satisfactory drill and when each drill is required:		
a.	Fire Drill (SOLAS 74/78 III/18.3, MSM Vol II/22.C.7.i, NVIC 6-91, 46 CFR 199.180)	_____	_____
b.	Abandon Ship Drill (SOLAS 74/78 III/18.3, MSM Vol II, Ch 22.C.7.h, 46 CFR 199.180)	_____	_____
BO22	Describe and check requirements for Lifesaving Equipment:		
a.	Lifeboats/liferafts/rescue boats (SOLAS 74/78 III/19, 46 CFR 199.30, 46 CFR 199.260)	_____	_____
b.	Emergency communications equipment (SOLAS 74/78 III/6.2)	_____	_____
c.	Line throwing appliance (SOLAS 74/78 III/17.49, 46 CFR 199.170)	_____	_____
d.	Pilot Ladders and hoists (SOLAS 74/78 V/17)	_____	_____
e.	Distress signals (SOLAS 74/78 III/6.3)	_____	_____
BO23	Describe and check requirements for Fire Protection:		
a.	Structural fire protection (SOLAS 74/78 II-2)	_____	_____
b.	Fire detection/alarms/sprinklers (SOLAS 74/78 II-2/52)	_____	_____
c.	Fire pumps (SOLAS 74/78 II-2/4, 46 CFR 95.10-5)	_____	_____
d.	Fire main systems (SOLAS 74/78 II-2/4, 46 CFR 95.10)	_____	_____
e.	Paint lockers (SOLAS 74/78 II-2/18.7, 46 CFR 92.05-10)	_____	_____
f.	Firemen's outfits (SOLAS 74/78 II-2/17.3, 46 CFR 96.36)	_____	_____
g.	Fixed fire extinguishing arrangements (>/=2K GT) (SOLAS 74/78 II-2/53.1)	_____	_____

BO -3– CONDUCT A TANK VESSEL EXAM

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO1	Observe the following items and describe the observed Conditions as you approach the vessel: (COMDTINST M16000.6, MSM Vol II Ch 21).	_____	_____
a.	Cargo being transferred/waiting for transfer.	_____	_____
b.	Warning signs, signals and general vessel condition.	_____	_____
c.	Suitability of gangway and moorings	_____	_____
d.	Safe/unsafe practices surrounding vessel	_____	_____
e.	Cargo leakage/pollution	_____	_____
f.	Vessel draft and loadline	_____	_____
g.	Hull damage	_____	_____
BO2	Locate master or chief mate, make introductions, explain nature of boarding (COMDTINST M16000.6)	_____	_____
BO3	Review and describe the purpose of the following documents:		
a.	Safety Equipment Certificate (SOLAS, MSM Vol II, 46 CFR 31.40-10)	_____	_____
b.	Safety Construction Certificate (SOLAS, MSM Vol II, 46 CFR 31.40-5)	_____	_____
c.	Safety Radiotelegraph Certificate (SOLAS, MSM Vol II)	_____	_____
d.	Shipboard Oil Pollution Emergency Plan	_____	_____
e.	Vessel Response Plan	_____	_____
f.	International Loadline Certificate (46 CFR 42-47, MSM Vol II Ch 6-F-4)	_____	_____
g.	Certificate of Financial Responsibility (33 CFR 133-135, COMDTINST M16460.4B)	_____	_____
h.	International Oil Pollution Prevention Certificate or Certificate of Equivalency (NVIC 8-83, 33 CFR 151.19-21)	_____	_____
i.	Oil Record Book (NVIC 8-83, 33 CFR 151.25)	_____	_____
ji.	Cargo Record Book (46 CFR 153.490, NVIC 5-87)	_____	_____
k.	International Tonnage Certificate	_____	_____
l.	Safety Management Certificate	_____	_____
m.	Document of Compliance	_____	_____
n.	Vessel Boarding Report (CG-5437)	_____	_____
o.	Dangerous Cargo Manifest (49 CFR 176.30)	_____	_____
p.	Certificate of Inspection (U.S. Vessels only – MSM Vol II)	_____	_____

BO -3- CONDUCT A TANK VESSEL EXAM (cont)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
q.	Tank Vessel Examination Letter (MSM Vol II Ch 27-F-29)	_____	_____
r.	Vessel Officer's Licenses (MSM Vol III, Ch 1)	_____	_____
s.	Vessel Crew List (COMDTINST M16000.6)	_____	_____
t.	Certificate of Registry (COMDTINST M16000.6)	_____	_____
u.	Certificate of Compliance (46 CFR 153.900, MSM Vol II Ch 29)	_____	_____
v.	Cargo Piping Plans (46 CFR 153.910)	_____	_____
w.	Cargo Information Cards (46 CFR 153.907)	_____	_____
x.	IGS Record Book (COMDTINST M5010.11)	_____	_____
y.	Approval Letters and Operations Manual for IGS, COW SBT, CBT Systems (33 CFR 157.108, 33 CFR 157.206, 33 CFR 157.226/.138, 46 CFR 32.53-15/85, 46 CFR 56)	_____	_____
z.	Marine Chemist Certificate (pumproom/ballast tank entry)	_____	_____
aa.	Foam Analysis	_____	_____
BO4	Describe and verify entries for the Oil record Book and check the continuous records for machinery space bilge and fuel oil & cargo tanks and pump room monitors (33 CFR 155.370, 33 CFR 151.25, NVIC 8-83, COMDTINST M16450.26)	_____	_____
BO5	Describe and locate appropriate Firefighting Equipment (MSM Vol II Ch 18.I, Ch 21)	_____	_____
BO6	Conduct navigation safety examination and determine if equipment is required and operable:		
a.	Charts and Publications (33 CFR 164.33, NVIC 9-83)	_____	_____
b.	Radar (33 CFR 164.35(a), 46 CFR 96.25)	_____	_____
c.	Magnetic Steering Compass (33 CFR 164.35(b), 46 CFR 96.17)	_____	_____
d.	Compass Deviation Table (33 CFR 164.35(c))	_____	_____
e.	Gyrocompass (33 CFR 164.35(d), 46 CFR 96.17)	_____	_____
f.	Gyro Repeater (33 CFR 164.35(e))	_____	_____
g.	Illuminated Rudder Angle Indicator (33 CFR 164.35(f))	_____	_____
h.	Maneuvering Fact Sheet (33 CFR 164.35(g))	_____	_____
i.	Depth Sounder (33 CFR 164.35(h))	_____	_____
j.	Depth Recorder (33 CFR 164.35(I))	_____	_____
k.	Relative Motion Plotting Equipment (33 CFR 164.35(j))	_____	_____
l.	Steering Gear Change-over Diagram (33 CFR 164.35(k))	_____	_____

BO -3- CONDUCT A TANK VESSEL EXAM (cont)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
m.	RPM Indicators (33 CFR 164.35(1))	_____	_____
n.	Labeled Automatic Radar Plotting Aid (ARPA) (33 CFR 164.38)	_____	_____
o.	Electronic Position Fixing Device (33 CFR 164.41)	_____	_____
p.	EPIRB (406 MHz) (SOLAS 74/78 IV/7.1.6)	_____	_____
q.	GMDSS Lifeboat Radios (VHF) (SOLAS 74/78 III/6.2)	_____	_____
r.	9 GHz Radar Transponders (SART) (SOLAS 74/78 III/6.2, NVIC 9-93)	_____	_____
s.	Navigation Safety Equipment Tested and Logged (33 CFR 164.25)	_____	_____

BO7 Conduct a pollution prevention and safety examination including MARPOL items and determine if the following meet the requirements:

ON DECK

a.	Cargo oil discharge containment (33 CFR 155.310, MSM Vol II Ch 31-D-5)	_____	_____
b.	Fuel oil/lube oil discharge containment (33 CFR 155.320, MSM Vol II Ch 31-D-6)	_____	_____
c.	Bilge slops/fuel oil tank ballast/water discharges (33 CFR 155.330, MSM Vol II CH 31-D-7)	_____	_____
d.	Emergency Shutdown system (33 CFR 155.780, MSM Vol II Ch 31-D-19)	_____	_____
e.	Communications (33 CFR 155.785, MSM Vol II Ch 31-D-20)	_____	_____
f.	Deck lighting (33 CFR 155.790, MSM Vol II Ch 31-D-21)	_____	_____
g.	Oil Transfer hose (33 CFR 155.800, MSM Vol II Ch 31-E-4)	_____	_____
h.	Vessel security (33 CFR 155.810, MSM Vol II Ch 31-D-22)	_____	_____
i.	Capacity for oil waste & bilge slops (33 CFR 155.330 to .360)	_____	_____
j.	Cargo tank hatches, ullage openings, sounding parts, tank cleaning openings (46 CFR 35.30-10)	_____	_____
k.	Prohibited oil spaces (33 CFR 155.470, MSM Vol II Ch 31-D-14)	_____	_____
l.	Emergency Towing Arrangements	_____	_____
m.	Ballast Tank Exam	_____	_____

BO -3– CONDUCT A TANK VESSEL EXAM (cont)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
<u>ENGINE ROOM</u>			
a.	Oily water separator (33 CFR 155.380, MSM Vol II Ch 31-D-11)	_____	_____
b.	Continuous monitor (33 CFR 155.380, MSM Vol II Ch 31-D-11)	_____	_____
c.	Discharge alarm system (33 CFR 155.380, MSM Vol II Ch 31-D-11)	_____	_____
d.	Placard (33 CFR 155.450, MSM Vol II Ch 31-D-13)	_____	_____
<u>CARGO/FUEL CONTROL ROOM</u>			
a.	List of Designated persons-in-charge (33 CFR 155.700, MSM Vol II Ch 31-D-15)	_____	_____
b.	Oil transfer procedures (33 CFR 155.720-760, MSM Vol II Ch 31-D-16)	_____	_____
c.	Emergency shut-down (33 CFR 155.780, MSM Vol II Ch 31-D-19)	_____	_____
d.	IGS (46 CFR 32.53) describe IGS operations oxygen requirements and tests.	_____	_____
BO8.	Describe the marine sanitation device requirements (33 CFR 159, MSM Vol II Ch 31-F) and verify:	_____	_____
a.	Proper type of marine sanitation device (MSD) installed (MSM Vol II Ch 18-M).	_____	_____
b.	Such a device is approved for use aboard inspected vessels (MSM Vol II Ch 18)	_____	_____
BO9.	Conduct monitor of cargo or fuel transfer operations.		
a.	Declaration of Inspection (33 CFR 156.150, MSM Vol II Ch 31-E-6, 46 CFR 35.35-30)	_____	_____
b.	Adequate communications between persons-in-charge (33 CFR 156.120(q), 33 CFR 155.785, 33 CFR 154.160, MSM Vol II Ch 31-E-6)	_____	_____
c.	Vessel's transfer procedures being followed (33 CFR 155.750, 22 CFR 156.120)	_____	_____
d.	Person-in-charge present with transfer procedures (33 CFR 156.120(t))	_____	_____
e.	Product on transfer procedures product list (33 CFR 156.120(w))	_____	_____
f.	All persons required for transfer on duty (33 CFR 156.120(u), 46 CFR 35.35-1)	_____	_____
g.	Red flag, red light and warning sign (46 CFR 35.30-1)	_____	_____

BO -3– CONDUCT A TANK VESSEL EXAM (cont)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO10. Describe and check pollution prevention and safety requirements:			
a.	Flame screen (46 CFR 35.30-10)	_____	_____
b.	Discharge containment (33 CFR 156.120(n), 33 CFR 155.310 and .320, 46 CFR 35.35-15(c), MSM Vol II Ch 31.D.5)	_____	_____
c.	Deck scuppers plugged (46 CFR 35.35-10, 33 CFR 156.120(o))	_____	_____
d.	Moorings secure (33 CFR 156.120(a))	_____	_____
e.	Hose length adequate (33 CFR 156.120(b))	_____	_____
f.	Proper connections or shut-off nozzle (33 CFR 156.120(g))	_____	_____
g.	Overboard discharge and sea suction secured if connected to oil transfer system (33 CFR 156.120(h))	_____	_____
h.	Hose condition (33 CFR 156.120(i))	_____	_____
i.	Discharge clean-up equipment accessible (33 CFR 156.120(m))	_____	_____
j.	Emergency shut-down operable (33 CFR 156.120(r), 33 CFR 155.780)	_____	_____
k.	Lighting appropriate and shielded (33 CFR 156.120(y), 33 CFR 155.790)	_____	_____
l.	Bilges free of hazardous accumulations of oil (COMDTINST M16000.6)	_____	_____
m.	Intrinsically safe communications (33 CFR 155.785)	_____	_____
n.	No open flames or ignition sources on deck (COMDTINST M16000.6)	_____	_____
BO11. Describe vessel's waste disposal procedures and ensure procedures are in compliance with Annex V of MARPOL 73/78. (33 CFR 151.63-77)			
a.	Waste Management Plan developed in compliance with International requirements. (33 CFR 151.57, 33 CFR 151.61)	_____	_____
b.	Vessel is displaying placards for waste disposal (33 CFR 151.59)	_____	_____
c.	Grinders/Comminuters meet requirements. (33 CFR 151.61)	_____	_____

BO -4- CONDUCT A TANK VESSEL MONITOR

Task No.	OJT Task	Date Completed	Verifying Officer's Initials
BO1.	Observe and describe the conditions of the following items as you approach the vessel: (COMDTINST M16000.6)		
	a. Cargo being transferred.	_____	_____
	b. Warning signs, signals, and general vessel condition.	_____	_____
	c. Suitability of gangway and moorings.	_____	_____
	d. Safe/unsafe practices surrounding vessel.	_____	_____
	e. Cargo leakage/pollution.	_____	_____
	f. Vessel draft and loadline.	_____	_____
	g. Hull damage.	_____	_____
BO2.	Locate master or chief officer, make introductions, explain nature of boarding.	_____	_____
BO3.	Review and describe the purpose of the following documents:		
	a. Safety Equipment Certificate (SOLAS) (MSM Vol II Ch 3-N-2-C)	_____	_____
	b. Safety Construction Certificate (SOLAS) (MSM Vol II CH 3-N-2)	_____	_____
	c. Safety Radiotelegraph Certificate (SOLAS) (MSM Vol II CH 6-0)	_____	_____
	d. Safety Telephone Certificate (SOLAS) (MSM Vol II Ch 6.0)	_____	_____
	e. Loadline Certificate (46 CFR 42-26, MSM Vol II CH 6-F-4)	_____	_____
	f. Certificate of Financial Responsibility (33 CFR 130-132)	_____	_____
	g. International Oil Pollution Prevention Certificate or Certificate of Equivalency (NVC 8-83, 33 CFR 151.19-21)	_____	_____
	h. Oil Record Book (33 CFR 151.25, NVC 8-83, COMDTINST M16450.26)	_____	_____
	i. Vessel Boarding Report (CG-5437)	_____	_____
	j. Vessel Officer's License (MSM Vol III Ch 1)	_____	_____
	k. Vessel Crew List	_____	_____
	l. Dangerous Cargo Manifest (49 CFR 176.30)	_____	_____
	m. Certificate of Inspection (for US Vessels) (MSM Vol II Ch 3-H)	_____	_____
	n. Vessel Boarding Report (For Foreign Vessels) (COMDTINST M5010.11)	_____	_____
	o. Bilge, Slops/Fuel Oil Tank Ballast Water Discharge Record (COMDTINST M16450.26, 33 CFR 155.370(d))	_____	_____

BO -4- CONDUCT A TANK VESSEL MONITOR

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO4.	State navigation safety items that might be checked in a monitor. Identify some of these items and determine if required equipment is operable. (COMDTINST M16000.6)	_____	_____
BO5.	Conduct monitor of cargo or fuel transfer operations:		
a.	Declaration of Inspection Complete (33 CFR 156.150, MSM Vol II Ch 31-E-6, 46 CFR 35.35-30))	_____	_____
b.	Adequate communication between persons-in-charge (33 CFR 156.120(q), 33 CFR 155.785, MSM Vol II Ch 31-D-2, 33 CFR 154.560)	_____	_____
c.	Vessel's transfer procedures being followed (33 CFR 155.750, 33 CFR 156.120(t))	_____	_____
d.	Person-in-charge present with transfer procedures (33 CFR 156.120(t))	_____	_____
e.	Product on transfer procedures product list (33 CFR 156.120(w))	_____	_____
f.	All persons required for transfer operations on duty (33 CFR 156.120(u))	_____	_____
g.	Red flag, red light and warning sign (49 CFR 35.30-1)	_____	_____
h.	For cargo, cargo authorized to be carried as indicated on the COI (U.S.) or LOC (Foreign)	_____	_____
BO6.	Describe and check pollution prevention and safety requirements:		
a.	Flame screens (46 CFR 35.30-10)	_____	_____
b.	Discharge containment (33 CFR 156.120(n), 33 CFR 155.310/.320, MSM Vol II Ch 31.D.5)	_____	_____
c.	Deck scuppers plugged (46 CFR 35.35-10, 33 CFR 156.120(o))	_____	_____
d.	Mooring secure (33 CFR 156.120(a))	_____	_____
e.	Hose length adequate (33 CFR 156.120(b))	_____	_____
f.	Proper connections or shut-off nozzle (33 CFR 156.120(g))	_____	_____
g.	Hose condition (33 CFR 156.120(I))	_____	_____
h.	Discharge clean-up equipment accessible (33 CFR 156.120)	_____	_____
i.	Emergency shut-down operable (33 CFR 156.120(r), 33 CFR 155.780)	_____	_____
j.	Lighting appropriate and shielded (33 CFR 156.120(y) 33 CFR 155.790)	_____	_____
k.	Bilges free of hazardous accumulations of oil (COMDTINST M16000.6, 33 CFR 155.360)	_____	_____
l.	Intrinsically safe communications (33 CFR 155.785)	_____	_____
m.	No open flames/ignition sources on deck	_____	_____

BO -4- CONDUCT A TANK VESSEL MONITOR (cont)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO7	Describe and check safety conditions in pump room:		
	a. Ventilation systems operating properly (COMDTINST M16000.6)	_____	_____
	b. No potential sources of ignition or fire hazards	_____	_____
	c. Electrical systems sound	_____	_____
	d. No excessively leaking cargo pumps	_____	_____
	e. Firefighting equipment	_____	_____

BO -5- CONDUCT A TANK VESSEL MONITOR FOR A CARGO OF PARTICULAR HAZARD OR OTHER HAZARDOUS LIQUID IN BULK

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO1.	Define "Cargoes of Particular Hazard" and locate the requirements or these cargoes (33 CFR 126.10, 6 CFR 0-40, 151, 153, 154)	_____	_____
BO2.	Describe occupational safety and health equipment required to monitor the transfer of this CPH or other hazardous liquid; demonstrate its use (MSM I/10.)	_____	_____
BO3.	Observe and describe the conditions of the following items as you approach the vessel: (COMDTINST M16000.6)	_____	_____
	a. Cargo being transferred.	_____	_____
	b. Warning signs, signals, and general vessel condition.	_____	_____
	c. Suitability of gangway and moorings.	_____	_____
	d. Safe/unsafe practices surrounding vessel.	_____	_____
	e. Cargo leakage/pollution.	_____	_____
	f. Vessel draft and loadline.	_____	_____
	g. Hull damage.	_____	_____
BO4.	Locate master or chief officer, make introductions, explain nature of boarding.	_____	_____
BO5.	Describe and verify necessary entries are made in Oil Record Book. Check continuous records for machinery space, bilge and fuel oil tank monitors (COMDTINST 16450.26, 33 CFR 151.25, NVIC 8-83, 33 CFR 155.370).	_____	_____

**BO -5- CONDUCT A TANK VESSEL MONITOR FOR A CARGO OF PARTICULAR
HAZARD OR OTHER HAZARDOUS LIQUID IN BULK (cont)**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO6.	Describe and verify entries in the cargo record book (for ocean going vessels carrying Noxious Liquid Substances) (COMDTINST M16450.28)		
a.	Demonstrate familiarity with COMDT's policy relative to cargo transfer operations related to Benzene. (NVIC 5-87)	_____	_____
BO7.	Demonstrate compliance with the following requirements as appropriate. Identify requirements of a COPH or other hazardous liquid transfer operations that are unique from other tank vessel transfers:		
a.	Verify cargoes on the manifest are being transferred are approved for carriage in the Certificate of Compliance or COI (46 CFR 35.01-10). State if Certificate of Inhibition/Stabilization required and present.	_____	_____
b.	Identify those cargoes that are Noxious Liquid Substances (NLS) (46 CFR 153.2)	_____	_____
(1)	Determine the name and category of the NLS being unloaded by reviewing and comparing the cargo manifest, bill of lading, and Cargo Record Book (COMDTINST M16450.28).	_____	_____
(2)	Determine the tank to be unloaded by referring to the cargo manifest and bill of lading (COMDTINST M16450.28).	_____	_____
(3)	Determine if the cargo tank is approved for carriage of the NLS by reviewing the P&A Manual, and appropriate certificates (COMDTINST M16450.28).	_____	_____
(4)	Review the CRB to determine if there are any problems with unloading equipment, i.e., stripping, temperature sensing systems, cargo pumps, etc. (COMDTINST M16450.28)	_____	_____
(5)	For potentially solidifying or high viscosity Category B or C NLS's, determine from the bill of loading or shipping papers the temperature at which the NLS cargo must be transferred so as not to require an in port prewash. (46 CFR 153, COMDTINST M16450.28)	_____	_____

**BO -5- CONDUCT A TANK VESSEL MONITOR FOR A CARGO OF PARTICULAR
HAZARD OR OTHER HAZARDOUS LIQUID IN BULK (cont)**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
c.	Describe and identify warning signals and signs (46 CFR 153.953 & 153.955).	_____	_____
d.	Examine cargo tank openings and state if closures in place or fitted with flame screens. (46 CFR 35.30-10)	_____	_____
e.	Describe and examine safety and personnel protective equipment and firefighting equipment necessary for this transfer (46 CFR 153.214)	_____	_____
f.	Test deck showers and eye wash fountains (46 CFR 153.216)	_____	_____
g.	Describe proper operations and examine toxic and flammable vapor detectors. (46 CDR 153.465, 153.526)	_____	_____
h.	Identify proper operations of cargo gaging and pump discharge pressure gaging. (46 CFR 153.400)	_____	_____
i.	Describe and check proper operation of pertinent inert gas systems for cargo containment. (46 CFR 153.500)	_____	_____
j.	Identify when and what type of goggles and protective clothing are required by ship's personnel during cargo transfers (46 CFR 153.932-933)	_____	_____
BO8.	State navigation safety items that might be checked in a CPH monitor. Identify some of these items and determine if required equipment is operable. (COMDTINST M16000.6)	_____	_____

BO -6- IDENTIFY COMPLIANCE/NON-COMPLIANCE AND TAKE FOLLOW-UP ACTION

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
BO1.	Identify deficiencies, evaluate severity and complete boarding form. (Unit policy)	_____	_____
BO2.	Describe types of follow-up action for boarding with or without deficiencies.		
a.	Notify and provide master the results of boarding (COMDTINST M16000.6)	_____	_____
b.	Prepare a letter of warning.	_____	_____
c.	Prepare a Marine Violation Report and Recommendation (MVRR) (COMDTINST M5230.23)	_____	_____
d.	Recommend COTP order to restrict/direct vessel operations (Unit Policy, 33 CFR 160.101 to .115)	_____	_____
e.	Suspend unsafe transfer operations (33 CFR 156.112, 156, 113, 160.111)	_____	_____
f.	Make MSIS Entries. (COMDTINST M5230.23 Series, Unit Policy)	_____	_____
g.	Prepare Intervention/Detention Report	_____	_____
BO3.	Choose follow-up action appropriate for deficiencies detected during a boarding as well as steps taken when no deficiencies are noted (MSM Vol II/25, COMDTINST 16711.12A).	_____	_____
BO4.	Describe circumstances under which a vessel may be detained and explain the difference between the terms "Intervention" and "Detention" (MSM Vol II./19-25).	_____	_____

Record of Vessels Boarded/Types:

<i>Date:</i>	<i>Vessel Name/Vessel Type (i.e. freight ship):</i>	<i>Initials:</i>	<i>Exam Type</i>